Iowa Department of
Administrative Services

Director's Office

Thomas J. Vilsack, Governor
Sally J. Pederson, Lt. Governor

Mollie K. Anderson, Director

ATTACHMENT A

Technology Governance Board

August 12, 2005 Meeting
1:00 to 3:00 p.m.
Hoover Building, Level B, Conference Room 2

DRAFT until approved by the TGB

TGB attendees:
  Randy Ramundt, Karen Misjak, Mike Ralston, Tom Gronstal, Mollie Anderson, Nancy Richardson, Erv Fett, Jan Clausen, Mike Tramontina

TGB absent:
  None

Others attending:
  John Gillispie, Larry Murphy, Diane Van Zante, Nancy Richardson, Mark Peterson (Coeur Group), Pat Deluhery, Mark Uhrin, Tom Shepherd, Deb Madison-Levi, Tim Erickson (Iowa Interactive), Rochelle Little (Iowa Interactive), Steven Conlin (DPS), Carol Stratemeyer, Wes Hunsberger

Introductions and opening remarks:

  Mollie welcomed everyone to the TGB. Introductions were performed.

  IT is an important asset and one that needs to be accountable to many groups, missions and perspectives. Decisions need to be what is best for the enterprise and best for customers.

  John spoke and said TGB members will all come at this from different perspectives, but the needs of the enterprise will need to be met by TGB decisions.

TGB PowerPoint presentation (on TGB website):

  Gave background to the TGB, such as the EIP study (developed by an outside consultant) and the study's recommendations.

  Brief background to the legislative process was presented. Funding was given of $250,000 with a third for administration and support of the TGB, a third to begin process of evaluating portfolio management needs and a third to start down an enterprise architecture path.

John asked for guidance from the TGB on this plan.   Are FTE's or contractors the best choice for personnel?

Concentrate on architecture? Concentrate on portfolio management? Both?

Mollie suggested a budget be prepared for this request and how it will be used.

Architecture sets the benchmark or model to be used to judge future requests.

Mollie is the permanent chair, as director of DAS
Recap the different members.

One public member still needs to be selected.

Erv Fett was nominated as vice-chair unanimously.

Powers and duties of the TGB outlined in the PowerPoint presentation:

Annual report to the Governor, the Department of Management, and the General Assembly.

Work with the Department of Management and the State Accounting Enterprise to maintain the relevancy of the central budget and proprietary control accounts of the general fund of the state to information technology.

Develop and approve administrative rules governing the activities of the board.

Develop and adopt information technology standards applicable to all agencies.

Make recommendations to DAS regarding:

Technology utility services to be implemented by the department or other agencies.

Improvements to information technology service levels and modifications to the business continuity plan for information technology operations.

Technology initiatives for the executive branch.

Review the recommendations of the IowAccess Advisory Council regarding rates to be charged for value-added services performed through IowAccess.

Designate advisory groups to assist the board.

Note: duties of the TGB include the TGB annual report (1st report due in 2006).

Review the IT legislation that was passed (HF-839)

Membership and composition of the TGB

Ability to create sub-committees (possible group activities):

Development of an executive branch Strategic Technology Plan.

Annual review of technology operating expenses and capital investment budgets of agencies by October 1.

Quarterly review of requested modifications to budgets of agencies due to funding changes.

2

Review and approval of all RFPs (prior to issuance) for all information technology devices, hardware acquisition, information technology services, and software development projects that exceed the greater of fifty thousand dollars or 750 staff hours.

Overview of JCIO and recommendation

Annual report to Legislature requirement:

Total spending on technology for the previous fiscal year.

Total amount appropriated for the current fiscal year.

Estimate of the amount to be requested for the succeeding fiscal year for all agencies.

A five-year projection of technology cost savings.

An accounting of the level of technology cost savings for the current fiscal year.

A comparison of the level of technology cost savings for the current fiscal year with that of the previous fiscal year.

The report is due after the close of a fiscal year no later than the second Monday of January of each year.

Review current governance and background snapshot of the State of Iowa's IT infrastructure.

The state of Iowa is at the first level of the Coeur Group triangle – defining the architectures we will be using as an enterprise. We are at the tactical level, with a lot of work ahead of us.

What is the total cost of ownership in the world of IT? Is a revolving fund needed for IT expenditures? Is depreciation needed in the future for all agencies? Some agencies use depreciation now (DOT is an example of this).

Request to Approve User/Service Fees

IDPH fee - $3 fee to license public health officials to process the cost of credit cards over the Internet. About a 5% fee for this convenience fee. Mike Ralston made the original motion, and Tom Gronstal seconded the motion. Unanimous approval of $3 fee

DPS fee - $10 fee proposed for Internet fee use. IOWAccess Advisory Council recommended a $10 fee from the proposed $12 fee. A review of funds captured in six months. Randy Ramundt made the original motion, and Karen Misjak seconded that motion. Unanimous approval $10 fee with a six month review of funds.

Terms and Bylaws:

Can the TGB review the by-laws and get comments back to someone for editing and prepare a final document?   Yes, get comments back to Tom Shepherd, and he will consolidate and create an updated document.

Future meeting dates:

Can the regular TGB meetings be held the second Thursday of every month from 3:00 until 5:00? Meetings will be scheduled on this timeframe with other meetings scheduled as needed.

Questions:

About the bill: All under heading of what advisory groups could be formed to help develop items outlined in duties? Yes.

Does the TGB actually approve fees, etc.? It was clarified that the TGB makes recommendations to DOM and DOM actually enacts the fees and other items. (Correctly worded?)

Strategic technology plan: Is it different than the strategic plan? Was it intended that the two plans would be included as one report to the legislature?

Annual report questions: What is the TGB to compare to in the report? We would compare figures based on the five year savings outlined in the EIP study (25 million over five years, as outlined in EIP study). For Jan. 2006, FY05 compared to FY04. Complete fiscal years will be used in the report. And include spending approved for FY06. Answers will be researched and distributed at next meeting.

Mollie suggested a separate work session (one half day or evening session) to go over the strategic goals and FY07 budget items for IT. Schedule for one half-day session dealing with a strategic goal-setting and decision-making session sometime in August. ITE staff will contact TGB board members individually and see where they are on the curve of what they need to be a successful board member. What are the issues and facts that the TGB needs to be aware of? What work flow process will be used for the TGB?

What are major issues facing IT management in Iowa? That would be a good part of the half-day workshop.

What are major issues facing IT management in Iowa? That would be a good part of the half-day workshop.

Are the Coeur Group study and the IT strategic plan in alignment? Yes, for the most part, the two documents are in alignment. Make this comparison to the TGB, decide on the commonalities and decide on one strategic document to move forward.

Tabled or undecided items from the agenda:

Review the executive summary of the EIP study and AT Kearney estimate of potential savings.

Emerging present IT government issues

Desired TGB goals and outcomes

What is the role of the TGB?

Possible measurement of successful governance model

ROI Program Responsibilities and Timeline

DRAFT until approved by the TGB